**Executive Council Meeting Agenda**

**September 11, 2025** **| 3:00 pm – 4:30 pm |1401**

***Purpose Statement:*** *Executive Council will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

**Members:**

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| Dr. Stephanie Erdmann, CEO/Dean | Ms. Carmen Roberts, Executive Director of Operations |
| Dr. Leanne Frost, Executive Director of Instruction and Student Success | Mr. Troy Stoddard, Executive Director of Student Services |
| Ms. Quincie Jones, Executive Director of Career and Technical Education | Mr. Scott Thompson, Executive Director of Community Relations |
| Dr. Eleazar Ortega, Director, Institutional Research and Effectiveness | Ms. Kristi Voboril, Senior Executive Assistant |
| Guest(s):  |  |

**Agenda**

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| **Time** | **Topic** | **Responsible** | **Outcome** |
| 5 min | EC minutes from 8.28.25 | Dr. Erdmann  | Review and approve |
| 5 min | Call for Additional Agenda Items | Dr. Erdmann |  |
| 10 min | Policies:102.2 Open Meetings602.1 Internal Advertising and Posting602.1.1 Internal Advertising procedure | Ms. Roberts | Review and approve |
| 10 min | Employee Satisfaction Survey item -Advancement opportunities |  |  |
| 10 min | College Council Planning  | Dr. Erdmann | Discussion |
| 5 min | GF Choir | Dr. Erdmann | Discussion |
| 10 Minutes | Plethora of updates:* Wow Update
* BOR Update
* Card for School of Nursing
 | Dr. Erdmann | Informational |
| 10 Min | MT10 Update | Mr. Stoddard | Informational |
| 10 Min | Perkins Regional Meeting Update | Dr. Ortega | Informational |
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| **Topic**   | **Discussion**   | **Action**   |
| Approval of EC minutes   | Minutes were approved as written.  Posted minutes can be found here   | 1st Ms. Roberts2nd Mr. StoddardApproved |
| Call for Additional Agenda Items | Academic calendar |  |
| Policies: | Executive Council was notified that College Council approved the following policies801.6 Cancellation and Refunds902.1 Student BorrowersExecutive Council also reviewed 102.2 and approved it moving to College Council. As well as tabling 602.1 and 602.1.1 Internal Advertising and Posting policy and procedure pending more discussion about flyers on table tops around campus. |  |
| College Council Planning  | Executive Council reviewed October’s College Council’s agenda and made adjustments as needed |  |
| GF Choir | Dr. Erdmann informed Executive Council that a GF Choir member approached her and asked if they could have the choir return to Great Falls College. Executive Council discussed the logistics and cost of bringing the choir back. A decision was reached that Dr. Erdmann will reach out and let the choir know that they can rent a space from the college, but that the college won’t be sponsoring the choir at this time.  |  |
| Plethora of updates:* Wow Update
* BOR Update

Card for School of Nursing | Dr. Erdmann gave a brief update on WOW that is taking place Tuesday, September 23. 65 vendors and 30 schools are scheduled to take part in the event. Faculty has organized an industry panel for our students to come and ask questions to some of our industry partners.Several members of Executive Council will be gone next week attending meeting in Butte for Board of Regents. Among those going are, Dr. Erdmann, Ms. Roberts, Mr. Stoddard, and Ms. Jones.  |  |
| MT10 Update | Mr. Stoddard gave an update on the Montana 10 program. The college has received $100,000 of one-time funds to help student groups experiencing lower success rates than their peers to be more successful on campus. He is working with OCHE on using data to identify those groups. |  |
| Perkins Regional Meeting Update | Dr. Eleazar Ortega discussed the Perkins Regional meeting that was held on our campus. The meeting was with Montana State University-Northern and K-12 partners. Perkins will take the data from table discussions to assess regional needs. Attendees were tasked with coming up with a Comprehensive Local Needs Assessment. The campus assessment will be submitted with our Perkins request in May.  |  |
| Academic calendar | Mr. Stoddard brought the 2026 Academic Calendar to Executive Council for review. He would like feedback by EOD Monday, September 15. It was discussed to reestablish the Calendar Committee so all stakeholders on campus have a voice in creating the calendar.  |  |
| Presidential Learning Network Meeting | Ms. Roberts was invited to the Presidential Learning Network meeting with President Tessman on September 17, 2025. She asked Executive Council to think about items they would like mentioned while attending this meeting to represent the River Otters. |  |
| GF American Hockey | Mr. Thompson has reached out to the GF Americans hockey manager. He brought forward a marketing opportunity to work with the Great Falls Americans Hockey team and have a River Otter Night Out at the Rink | Approved |
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In the Executive Council meetings, I will:

Be real.

Be supportive.

Be open-minded.

Be mindful.

Be curious, not judgmental.

Speak when it is my turn.

Use the parking lot.

Laugh with, not at, someone.

Use the pause button when necessary.

Immediately address a situation and not let my thoughts or feelings fester.

Work out any problems with the individual involved.

Support my committee members.